



POLICY: VOLUNTEERS POLICY

PURPOSE:

To outline the processes that Brentwood Park will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

AIMS:

Brentwood Park is committed to implementing and following practices which protect the safety and wellbeing of children, our staff and volunteers. The school recognises the valuable contribution that volunteers provide to our school community.

The procedures set out below are designed to ensure that volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community. A volunteer at the school is a person who voluntarily engages in school work or approved community work without payment or reward. *School work*: School work means:

- carrying out the functions of a school council
- any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- any activity carried out for the welfare of the school at the request of the principal or school council
- providing assistance in the work of a school

The above is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (i.e. indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

Child-related work: work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties.

IMPLEMENTATION:

To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, Brentwood Park is required to undertake suitability checks which may include a Working With Children check, proof of identity, work history involving children and/or reference checks. Considering our legal obligations, and our commitment to ensuring that Brentwood Park is a child safe environment, we will require volunteers to obtain a WWC check and produce their valid card to the office for verification in the following circumstances:

- **Volunteers** who are not parent/family members of any student at the school are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not.
- **Parent/community** School council members sitting on school council.

MANAGEMENT AND SUPERVISION:

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our *Child Safety Policy / Statement of Commitment to Child Safety*, our *Child Safety Code of Conduct* and our *Values and Purpose Statement*. Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer.

Brentwood Park will provide any appropriate induction and/or training for all volunteer workers. The principal (or their nominee) will determine what induction and/or training is necessary depending on what type of work the volunteer will be engaged in.

All volunteers will be provided induction in relation to Brentwood's Park's *Child Protection Mandatory Reporting Policy* of which all staff and volunteers should be aware.

The principal (or their nominee) will determine what supervision, if any, of volunteers is required for the type of work being performed.

COMPENSATION:

Personal injury

Volunteer workers are covered by the Department of Education and Training's Workers Compensation Policy if they suffer personal injury in the course of engaging in school work.

Property damage

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

Public liability insurance

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

REVIEW:

This policy will be reviewed in 2022.

APPROVED BY SCHOOL COUNCIL: 23/6/2020